



Brandon Fire and Emergency Services

Minimum Requirements – Suites, Revenue, Rooming, Secondary, Lodging, Bed & Breakfast Regulation “P6”

The following Regulation is in accordance with the City of Brandon’s Fire Prevention By-Law #7200

❑ Addressing in Residential and Commercial Properties

- ❑ The main entrance door to the business shall have a unit number or letter permanently affixed in a visible location as per the National Fire Code.
- ❑ The property address shall be provided for the front and rear of the property. The address shall be affixed in conspicuous places visible from the street, road or lane during the day and night. The address, numbers or letters, shall be no less than 10.16 cm (4 inches) in height, be of contrasting color to house, building or structure to which it is affixed and shall be durable to stand all weather conditions.
- ❑ Each property should have one address which matches the address on the tax roll.
- ❑ For multi-housing properties (commercial and residential), property must be easily identifiable from the street. If not, signage must be added that includes the full street address and suite numbers for the building. Signs must be visible from cross streets and attached to its respective building. (For example 123 18th St Suites 1-9, signs posted on 18th St and Rosser Ave).
- ❑ All suite or unit doors shall have numbers or letters permanently affixed in a visible location as per 2.1.4. of the Manitoba Fire Code.
- ❑ Commercial properties should be listed with letters. For example A, B, C. Residential properties should be listed with numbers. For example 1, 2, 3.

Suites P(6)

Smoke Alarms

The owner of the property is responsible to test and maintain the smoke alarms on the property. The Owner must also keep a record of the annual testing and this must be provided to Brandon Fire and Emergency services upon request.

- ❑ In new construction or where a building is being renovated all smoke alarms must be installed as per the current Building / Fire code.
- ❑ In existing buildings you must have at least one Smoke alarm in each dwelling unit.
- ❑ In existing buildings battery operated smoke alarms are acceptable.
- ❑ If a tenancy is terminated, all smoke alarms in a dwelling unit shall be inspected before the dwelling unit is re-occupied.
- ❑ Inspections under this section shall, at a minimum, determine
 - Whether the smoke alarm is receiving power; and
 - Whether the smoke alarm is working properly

Dwelling Unit Separation

- ❑ Dwelling units shall be separated from each other (walls and ceilings) by a separation having a fire-resistance rating of not less than 45 minutes.
 - A 45 MINUTE **WALL** FIRE-RESISTANCE RATING is achieved with a minimum of 2" x 4" studs @ 16" o/c with 1/2" or 5/8" Type "X" G.W.B. on each side of the wall.
 - A 45 MINUTE **CEILING** FIRE-RESISTANCE RATING is achieved with a 5/8" Type "X" G.W.B. fastened to wood floor joists @ 16" o/c.
- ❑ Any doorway that provides egress from a dwelling unit to a common hallway shall be equipped with a door and frame having a fire-resistance rating of not less than 20 minutes.
- ❑ Any doorway that provides egress from a dwelling unit to a common hallway shall be equipped with a ULC approved self closing device and the door shall latch.

Protection of Public Corridors

- ❑ A public corridor shall be separated from the remainder of the building by a separation having a fire-resistance rating of not less than 45 minutes on the ceiling and on each side of the walls.
 - A 45 MINUTE **WALL** FIRE-RESISTANCE RATING is achieved with a minimum of 2" x 4" studs @ 16" o/c with 1/2" or 5/8" Type "X" G.W.B. on each side of the wall.
 - A 45 MINUTE **CEILING** FIRE-RESISTANCE RATING is achieved with a 5/8" Type "X" G.W.B. fastened to wood floor joists @ 16" o/c.

Fire Extinguishers

- ❑ A minimum of a 5lb ABC fire extinguisher shall be mounted on a wall in proximity to an egress door.
- ❑ If a common area is not available to mount fire extinguisher that is accessible to all tenants, 5lb multipurpose ABC fire extinguishers must be installed inside each suite upon request of Brandon Fire and Emergency Services.
- ❑ Fire extinguishers must be inspected annually by a qualified service company.

Emergency Lighting

- ❑ In new construction all emergency lighting must be installed as per the current building / fire code.
- ❑ A lawfully existing suite will not have to be upgraded to meet the preceding requirements for emergency lighting **except where:** The majority of the suite is being renovated. 2. Where a suite is undergoing renovations, any existing emergency lighting shall be relocated and/or extended as necessary to suit the renovations.

Means of Egress

- ❑ A second means of egress is required from any suite totally located on or above the third floor, and /or suites located in a basement. This Means of Egress shall meet the requirements of the City of Brandon Property Standards By-Law.

Bedroom Windows

- ❑ Except for being sprinklered, each room used for sleeping within a suite shall have at least one outside window. This window shall meet the requirements of the City of Brandon Property Standards By-Law.

Heating Systems

- ❑ In new construction or where a building is being renovated A central heating system that supplies air to more than one suite shall have a smoke detector installed in the supply air duct system in accordance with CAN/UL 5524-01. This smoke detector shall be designed to turn off the heating unit's fuel supply or electrical supply, upon detection of smoke in the system.
- ❑ Where smoke detectors are installed in the air duct system, the activation of this smoke detector shall cause an audible signal in a normally occupied area.
- ❑ A central heating system that supplies air to more than one suite shall be enclosed in a room with a door.
- ❑ A separate source for fresh combustion air shall be provided in every service room.
- ❑ Fuel fired heating system must be inspected annually, by a person acceptable to the AHJ.

To minimize the passage of smoke, it is expected that all gypsum board joints are properly finished, i.e. taped and mudded. It is also expected that all service penetrations, i.e. pipes, cables and ducts, are tightly fitted or sealed with an appropriate gypsum board finishing compound.

Clothes Dryers

- ❑ Rigid metal 100 mm (4in.) in diameter ductwork is required for exhausting to the outdoors.

Fire Alarm System

- ❑ If the sleeping accommodation is provided for more than 10 people, a fire alarm system must be provided throughout the building.

Carbon Monoxide Detectors

If a property has a fuel fired heating system the following are the requirements:

- ❑ In new construction or where a building is being renovated all carbon monoxide detector/ alarm must be installed as per the current building/ fire code.
- ❑ In existing properties:
 - For a property with a single fuel fired heating system for several dwellings you must have at least one carbon monoxide detector/ alarm for each property. The detector must be placed in a common area.
 - For a property with several dwelling units and each unit having its own fuel fired heating system, each dwelling unit requires a carbon monoxide detector/ alarm
- ❑ In existing buildings battery operated / plugin carbon monoxide detector/ alarms are acceptable
- ❑ If a tenancy is terminated, all carbon monoxide alarms in a dwelling unit shall be inspected before the dwelling unit is re-occupied.

- ❑ Inspections under this section shall, at a minimum, determine
 - Whether the carbon monoxide alarms are receiving power; and
 - Whether the carbon monoxide alarms are working properly

Revenue Home Regulation – “P6”

Revenue Home – is an occupancy in which persons reside in two (2) or more separate and independent “dwelling units” within a converted single family dwelling. The dwelling units would contain sleeping facilities, a bathroom and cooking facilities that are for the exclusive use of the occupant(s) of the suite however occupants could share common areas such as halls / corridors, and stairwell/s.

City of Brandon - Zoning Department

- ❑ Property shall comply with Zoning Department regulations of the City of Brandon.

City of Brandon - Planning, Property and Buildings Department

- ❑ Property shall comply with the Planning, Property and Buildings Department regulations of the City of Brandon.

Certificate of Occupancy

- ❑ Property owner must have a Certificate of Occupancy or other documentation that indicates the use of the property has been legally established.

Floor Plan

- ❑ A floor plan shall be developed for all levels of the property. This floor plan shall include diagrams showing the location of each room, the location of windows within each room, as well as labeling for the intended use of each room.

Retaining Fire Safety Material

- ❑ Brandon Fire and Emergency Services requires every revenue home to keep records of all fire safety related material in the dwelling(s).

Smoke Alarms

The owner of the property is responsible to test and maintain the smoke alarms on the property. The Owner must also keep a record of the annual testing and this must be provided to the Brandon Fire and Emergency services upon request.

- ❑ In new construction or where a building is being renovated all smoke alarms must be installed as per the current Building / Fire code.
- ❑ In existing buildings you must have at least one Smoke alarm in each dwelling unit.
- ❑ In existing buildings battery operated smoke alarms are acceptable.
- ❑ If a tenancy is terminated, all smoke alarms in a dwelling unit shall be inspected before the dwelling unit is re-occupied.
- ❑ Inspections under this section shall, at a minimum, determine
 - Whether the smoke alarm is receiving power; and
 - Whether the smoke alarm is working properly

Dwelling Unit Separation

- ❑ Dwelling units shall be separated from each other (walls and ceilings) by a separation having a fire-resistance rating of not less than 45 minutes.
- ❑ Any doorway that provides egress from a dwelling unit to a common hallway shall be equipped with a door and frame having a fire-resistance rating of not less than 20 minutes.
- ❑ Any doorway that provides egress from a dwelling unit to a common hallway shall be equipped with a ULC approved self-closing device and the door shall latch.

Protection of Public Corridors

- ❑ A public corridor shall be separated from the remainder of the building by a separation having a fire-resistance rating of not less than 45 minutes on the ceiling and on each side of the walls.

Fire Extinguishers

- ❑ A minimum of a 5lb ABC fire extinguisher shall be mounted on a wall in proximity to an egress door.
- ❑ If a common area is not available to mount fire extinguisher that is accessible to all tenants, 5lb multipurpose ABC fire extinguishers must be installed inside each suite upon request of Brandon Fire and Emergency Services.
- ❑ Fire extinguishers must be inspected annually by a qualified service company.

Emergency Lighting

- ❑ In new construction all emergency lighting must be installed as per the current building / fire code.
- ❑ A lawfully existing property will not have to be upgraded to meet the preceding requirements for emergency lighting **except where:** The majority of the suite is being renovated. 2. Where a suite is undergoing renovations, any existing emergency lighting shall be relocated and/or extended as necessary to suit the renovations.

Means of Egress

- ❑ A second means of egress is required from any suite totally located on or above the third floor, and /or suites located in a basement. This Means of Egress shall meet the requirements of the City of Brandon Property Standards By-Law.

Bedroom Windows

- ❑ Except for being sprinklered, each room used for sleeping within a suite shall have at least one outside window. This window shall meet the requirements of the City of Brandon Property Standards By-Law.

Heating Systems

- ❑ In new construction or where a building is being renovated A central heating system that supplies air to more than one suite shall have a smoke detector installed in the supply air duct system in accordance with CAN/UL 5524-01. This smoke detector shall be designed to turn off the heating unit's fuel supply or electrical supply, upon detection of smoke in the system.

- ❑ Where smoke detectors are installed in the air duct system, the activation of this smoke detector shall cause an audible signal in a normally occupied area.
- ❑ A central heating system that supplies air to more than one suite shall be enclosed in a room with a door.
- ❑ A separate source for fresh combustion air shall be provided in every service room.
- ❑ Fuel fired heating system must be inspected annually, by a person acceptable to the AHJ.

To minimize the passage of smoke, it is expected that all gypsum board joints are properly finished, i.e. taped and mudded. It is also expected that all service penetrations, i.e. pipes, cables and ducts, are tightly fitted or sealed with an appropriate gypsum board finishing compound.

Clothes Dryers

- ❑ Rigid metal 100 mm (4in.) in diameter ductwork is required for exhausting to the outdoors.

Fire Alarm System

- ❑ If the sleeping accommodation is provided for more than 10 people, a fire alarm system must be provided throughout the building.

Carbon Monoxide Detectors

If a property has a fuel fired heating system the following are the requirements:

- ❑ In new construction or where a building is being renovated all carbon monoxide detector / alarm must be installed as per the current building / fire code.
- ❑ In existing buildings you must have at least one carbon monoxide detector / alarm on the property in a common area.
- ❑ In existing buildings battery operated / plugin carbon monoxide detector / alarms are acceptable
- ❑ If a tenancy is terminated, all carbon monoxide alarms in a dwelling unit shall be inspected before the dwelling unit is re-occupied.
- ❑ Inspections under this section shall, at a minimum, determine
 - Whether the carbon monoxide alarms are receiving power; and
 - Whether the carbon monoxide alarms are working properly

Building Permit

- ❑ **All renovations must be completed under a Building Permit.**

Note

- ❑ a 45 Minute **Wall** Fire Resistance Rating is achieved with a minimum of 2" x 4" studs @ 16" o/c with 1/2" or 5/8" Type "X" G.W.B. on each side of the wall.
- ❑ a 45 Minute **Ceiling** Fire-Resistance Rating is achieved with a 5/8" Type "X" G.W.B. fastened to wood floor joists @ 16" o/c.

Rooming House Regulation – “P6”

Rooming House – means a single detached dwelling in which the proprietor lives on site and lodging is supplied for a fee to boarders who occupy single rooms and share kitchen, bathrooms and common areas.

Rooming Unit – means a room, or a suite of rooms, that constitutes a separate, independent residential occupancy, but which is not self-contained and which requires access to other parts of the principal dwelling or building intended to serve the residents, including shower or bathtub facilities, kitchens, eating areas or bathrooms.

City of Brandon - Zoning Department

- ❑ Zoning Department to be contacted to when the property has more than three renters.

City of Brandon - Planning, Property and Buildings Department

- ❑ The Planning, Property and Buildings Department to be contacted when the property has more than three renters.

Certificate of Occupancy

- ❑ Property owner must have a Certificate of Occupancy or other documentation that indicates the use of the property has been legally established.

Floor Plan

- ❑ A floor plan shall be developed for all levels of the property. This floor plan shall include diagrams showing the location of each room, the location of windows within each room, as well as labeling for the intended use of each room.

Retaining Fire Safety Material

- ❑ Brandon Fire and Emergency Services requires every rooming house to keep records of all fire safety related material in the dwelling(s).

Smoke Alarms

The owner of the property is responsible to test and maintain the smoke alarms on the property. The Owner must also keep a record of the annual testing and this must be provided to the Brandon Fire and Emergency services upon request.

- ❑ In new construction or where a building is being renovated all smoke alarms must be installed as per the current Building / Fire code.
- ❑ In existing buildings you must have at least one Smoke alarm in each dwelling unit.
- ❑ In existing buildings battery operated smoke alarms are acceptable.
- ❑ If a tenancy is terminated, all smoke alarms in a dwelling unit shall be inspected before the dwelling unit is re-occupied.
- ❑ Inspections under this section shall, at a minimum, determine
 - Whether the smoke alarm is receiving power; and
 - Whether the smoke alarm is working properly

Means of Egress

- ❑ A second means of egress is required from any room used for sleeping located on or above the third floor, and /or located in a basement. This Means of Egress shall meet the requirements of the City of Brandon Property Standards By-Law.

Bedroom Windows

- ❑ Except for being sprinklered, each room used for sleeping shall have at least one outside window. This window shall meet the requirements of the City of Brandon Property Standards By-Law.

Fire Extinguishers

- ❑ A minimum of a 5lb ABC fire extinguisher shall be mounted on a wall in proximity to an egress door.
- ❑ If a common area is not available to mount fire extinguisher that is accessible to all tenants, 5lb multipurpose ABC fire extinguishers must be installed inside each suite upon request of Brandon Fire and Emergency Services.
- ❑ Fire extinguishers must be inspected annually by a qualified service company.

Carbon Monoxide Detectors

If a property has a fuel fired heating system the following are the requirements:

- ❑ In new construction or where a building is being renovated all carbon monoxide detector / alarm must be installed as per the current building / fire code.
- ❑ In existing buildings you must have at least one carbon monoxide detector / alarm on the property in a common area.
- ❑ In existing buildings battery operated / plugin carbon monoxide detector / alarms are acceptable
- ❑ If a tenancy is terminated, all carbon monoxide alarms in a dwelling unit shall be inspected before the dwelling unit is re-occupied.
- ❑ Inspections under this section shall, at a minimum, determine
 - Whether the carbon monoxide alarms are receiving power; and
 - Whether the carbon monoxide alarms are working properly

Cooking Facilities

- ❑ All heat producing appliances, used for food preparation, shall be located in a single common kitchen area.
- ❑ If the property includes a heat producing appliance, used for food preparation on more than one (1) level, the following options are available:
 1. Provide to this office, documentation that indicates the kitchen area(s) was designed and completed under a permit process,
- ❑ If no documentation is available and the appliance(s) are to remain:
 - provide a Certificate of Approval from Manitoba Hydro for the property, and
 - separate the entire floor area or each room that contains an appliance from each other (walls and ceilings) by a fire separation having a fire-resistance rating of not less than 45 minutes, and
 - any doorway that provides egress from a floor area or any room that contains an appliance shall be equipped with a door and frame having a fire-resistance rating of not less than 20 minutes, and

- any doorway that provides egress from a floor area or any room that contains an appliance shall be equipped with a ULC approved self-closing device and the door shall close and latch, or
- 2. Remove the appliance(s) as per the Brandon Fire and Emergency Services – “Decommission / Closure of Illegal Suite(s)” Regulation.

Clothes Dryers

- Rigid metal 100 mm (4 in.) in diameter ductwork is required for exhausting to the outdoors.

Heating Systems

- In new construction or where a building is being renovated A central heating system that supplies air to more than one suite shall have a smoke detector installed in the supply air duct system in accordance with CAN/UL 5524-01. This smoke detector shall be designed to turn off the heating unit’s fuel supply or electrical supply, upon detection of smoke in the system.
- Where smoke detectors are installed in the air duct system, the activation of this smoke detector shall cause an audible signal in a normally occupied area.
- A central heating system that supplies air to more than one suite shall be enclosed in a room with a door.
- A separate source for fresh combustion air shall be provided in every service room.
- Fuel fired heating system must be inspected annually, by a person acceptable to the AHJ.

To minimize the passage of smoke, it is expected that all gypsum board joints are properly finished, i.e. taped and mudded. It is also expected that all service penetrations, i.e. pipes, cables and ducts, are tightly fitted or sealed with an appropriate gypsum board finishing compound.

Building Permit

- **All renovations must be completed under a Building Permit.**

NOTE:

- a 45 Minute **Wall** Fire Resistance Rating is achieved with a minimum of 2” x 4” studs @ 16” o/c with 1/2” or 5/8” Type “X” G.W.B. on each side of the wall.
- a 45 Minute **Ceiling** Fire-Resistance Rating is achieved with a 5/8” Type “X” G.W.B. fastened to wood floor joists @ 16” o/c.

Developing a Secondary Suite Regulation – “P6”

Secondary Suite means a self-contained dwelling unit with a prescribed floor area located in a building or portion of a building of only residential occupancy that contains only one other dwelling unit and common spaces, and where both dwelling units constitute a single real estate entity.

A Dwelling Unit that contains a Secondary Suite shall meet the following requirements:

1st Contact - Zoning Department –Planning, Property and Buildings Department

- ❑ Zoning Department to be contacted @ 204-729-2110 to confirm Zoning compliance.
- ❑ Zoning issues to be completed within 90 days of first inspection.

2nd Contact - Building Department - Planning, Property and Buildings Department

- ❑ Building Department to be contacted @ 204-729-2110 to establish a Property Development Permit.

Floor Plan

- ❑ A floor plan shall be developed for all levels of the property. This floor plan shall include diagrams showing the location of each room, the location of windows within each room, as well as labeling for the intended use of each room.

Retaining Fire Safety Material

- ❑ Brandon Fire and Emergency Services requires every secondary suite to keep records of all fire safety related material in the dwelling(s).

Evacuation Plan / Procedure:

- ❑ An Evacuation Plan must be developed and shall include:
 - ❑ A floor plan of the facility that includes the location of 2 exits from each room.
 - ❑ Evacuation Procedures.
 - ❑ Identifies a safe meeting place outside of the home.
- ❑ A copy of the Evacuation Plan shall be provided to each suite at time of occupancy.
- ❑ A example copy is posted on the BFES Website.

Smoke Alarms:

- ❑ In new construction or where a building is being renovated all smoke alarms must be installed as per the current Building / Fire code.

Carbon Monoxide Detectors

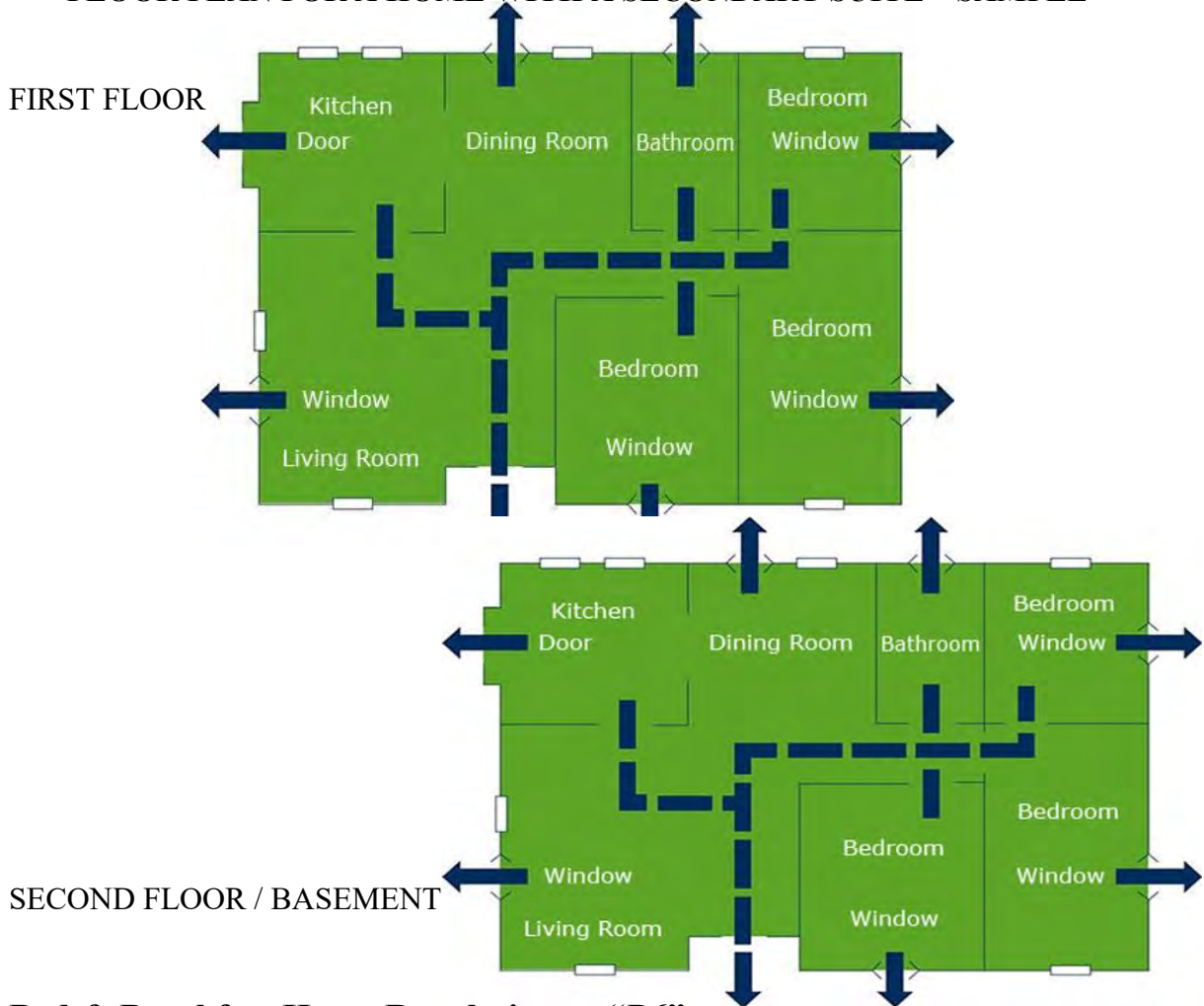
- ❑ A carbon monoxide detector is required in or outside bedrooms in each dwelling that contains a fuel fired appliance.

Fire Extinguishers:

- ❑ A minimum of a 5lb ABC fire extinguisher shall be mounted on a wall in proximity to an egress door.
- ❑ If a common area is not available to mount fire extinguisher that is accessible to all tenants, 5lb multipurpose ABC fire extinguishers must be installed inside each suite upon request of Brandon Fire and Emergency Services.
- ❑ Fire extinguishers must be inspected annually by a qualified service company.

Clothes Dryers:

- ❑ Rigid metal 100 mm (4 in.) in diameter ductwork is required for exhausting to the outdoors.
- ❑ Ductwork must be cleaned annually.

FLOOR PLAN FOR A HOME WITH A SECONDARY SUITE – SAMPLE**Bed & Breakfast Home Regulation - “P6”**

Bed and Breakfast Home – an accessory use of a dwelling unit for a business which provides accommodations, and is secondary and incidental to the primary use of the dwelling as a residence.

City of Brandon - Zoning Department

- ❑ Zoning Department to be contacted to confirm Zoning compliance.

City of Brandon - Planning, Property and Buildings Department

- ❑ The Planning, Property and Buildings Department to be contacted to confirm Property Standards compliance.

Floor Plan

- ❑ A floor plan shall be developed for all levels of the property. This floor plan shall include diagrams showing the location of each room, the location of windows within each room, as well as labeling for the intended use of each room.

Smoke Alarms

The owner of the property is responsible to test and maintain the smoke alarms on the property. The Owner must also keep a record of the annual testing and this must be provided to the Brandon Fire and Emergency services upon request.

- ❑ In new construction or where a building is being renovated all smoke alarms must be installed as per the current Building / Fire code.
- ❑ In existing buildings you must have at least one Smoke alarm in each dwelling unit.
- ❑ In existing buildings battery operated smoke alarms are acceptable.
- ❑ If a tenancy is terminated, all smoke alarms in a dwelling unit shall be inspected before the dwelling unit is re-occupied.
- ❑ Inspections under this section shall, at a minimum, determine
 - Whether the smoke alarm is receiving power; and
 - Whether the smoke alarm is working properly

Bedroom Windows

- ❑ Except for being sprinklered, each room used for sleeping shall have at least one outside window. This window shall meet the requirements of the City of Brandon Property Standards By-Law.

Emergency Lighting

- ❑ In new construction all emergency lighting must be installed as per the current building / fire code.
- ❑ A lawfully existing property will not have to be upgraded to meet the preceding requirements for emergency lighting **except where:** The majority of the suite is being renovated. 2. Where a suite is undergoing renovations, any existing emergency lighting shall be relocated and/or extended as necessary to suit the renovations.

Fire Extinguishers

- ❑ A minimum of a 5lb ABC fire extinguisher shall be mounted on a wall in proximity to an egress door.
- ❑ If a common area is not available to mount fire extinguisher that is accessible to all tenants, 5lb multipurpose ABC fire extinguishers must be installed inside each suite upon request of Brandon Fire and Emergency Services.
- ❑ Fire extinguishers must be inspected annually by a qualified service company.

Carbon Monoxide Detectors

If a property has a fuel fired heating system the following are the requirements:

- ❑ In new construction or where a building is being renovated all carbon monoxide detector / alarm must be installed as per the current building / fire code.
- ❑ In existing buildings you must have at least one carbon monoxide detector / alarm on the property in a common area.

- ❑ In existing buildings battery operated / plugin carbon monoxide detector / alarms are acceptable
- ❑ If a tenancy is terminated, all carbon monoxide alarms in a dwelling unit shall be inspected before the dwelling unit is re-occupied.
- ❑ Inspections under this section shall, at a minimum, determine
 - Whether the carbon monoxide alarms are receiving power; and
 - Whether the carbon monoxide alarms are working properly

Cooking Facilities

- ❑ All heat producing appliances, used for food preparation, shall be located in a single common kitchen area.

Clothes Dryers

- ❑ Rigid metal 100 mm (4 in.) in diameter ductwork is required for exhausting to the outdoors.

Heating Systems

- ❑ All service equipment shall be enclosed in a room with a door.
- ❑ Fuel fired heating system must be inspected annually, by a person acceptable to the AHJ.

Home Escape Plan / Procedure

- ❑ A Home Escape Plan shall be developed and posted and shall include:
 - ❑ A floor plan of the facility that includes the location of 2 exits from each room.
 - ❑ Identifies a safe meeting place outside of the home as well as arrangements made for a location of a secondary evacuation site.
 - ❑ An example can be found on the BFES website.

Fire Alarm System

- ❑ If the sleeping accommodation is provided for more than 10 people (including the guests and resident family), a fire alarm system must be provided throughout the dwelling.

Lodging House Regulation – “P6”

Lodging House – means a single detached dwelling in which the proprietor does not live on site and lodging is supplied for a fee to boarders who occupy single rooms and share kitchen, bathrooms, and common areas.

City of Brandon - Zoning Department

- ❑ Zoning Department to be contacted to when the property has more than three renters.

City of Brandon - Planning, Property and Buildings Department

- ❑ The Planning, Property and Buildings Department to be contacted when the property has more than three renters.

Certificate of Occupancy

- ❑ Property owner must have a Certificate of Occupancy that indicates the use of the property has been legally established.

Floor Plan

- ❑ A floor plan shall be developed for all levels of the property. This floor plan shall include diagrams showing the location of each room, the location of windows within each room, as well as labeling for the intended use of each room.
- ❑ An example can be found on the BFES website.

Retaining Fire Safety Material

- ❑ Brandon Fire and Emergency Services requires every lodging home to keep records of all fire safety related material in the dwelling(s).

Smoke Alarms

The owner of the property is responsible to test and maintain the smoke alarms on the property. The Owner must also keep a record of the annual testing and this must be provided to the Brandon Fire and Emergency services upon request.

- ❑ In new construction or where a building is being renovated all smoke alarms must be installed as per the current Building / Fire code.
- ❑ In existing buildings you must have at least one Smoke alarm in each dwelling unit.
- ❑ In existing buildings battery operated smoke alarms are acceptable.
- ❑ If a tenancy is terminated, all smoke alarms in a dwelling unit shall be inspected before the dwelling unit is re-occupied.
- ❑ Inspections under this section shall, at a minimum, determine
 - Whether the smoke alarm is receiving power; and
 - Whether the smoke alarm is working properly

Means of Egress

- ❑ A second means of egress is required from any room used for sleeping on or above the third floor, and /or in a basement. This Means of Egress shall meet the requirements of the City of Brandon Property Standards By-Law.

Bedroom Windows

- ❑ Except for being sprinklered, each room used for sleeping shall have at least one outside window. This window shall meet the requirements of the City of Brandon Property Standards By-Law.

Fire Extinguishers

- ❑ A minimum of a 5lb ABC fire extinguisher shall be mounted on a wall in proximity to an egress door.
- ❑ If a common area is not available to mount fire extinguisher that is accessible to all tenants, 5lb multipurpose ABC fire extinguishers must be installed inside each suite upon request of Brandon Fire and Emergency Services.
- ❑ Fire extinguishers must be inspected annually by a qualified service company.

Carbon Monoxide Detectors

If a property has a fuel fired heating system the following are the requirements:

- ❑ In new construction or where a building is being renovated all carbon monoxide detector / alarm must be installed as per the current building / fire code.
- ❑ In existing buildings you must have at least one carbon monoxide detector / alarm on the property in a common area.
- ❑ In existing buildings battery operated / plugin carbon monoxide detector / alarms are acceptable
- ❑ If a tenancy is terminated, all carbon monoxide alarms in a dwelling unit shall be inspected before the dwelling unit is re-occupied.
- ❑ Inspections under this section shall, at a minimum, determine
 - Whether the carbon monoxide alarms are receiving power; and
 - Whether the carbon monoxide alarms are working properly

Cooking Facilities

- ❑ All heat producing appliances, used for food preparation, shall be located in a single common kitchen area.
- ❑ If the property includes a heat producing appliance, used for food preparation on more than one (1) level, the following options are available:
 3. Provide to this office, documentation that indicates the kitchen area(s) was designed and completed under a permit process,
 - If no documentation is available and the appliance(s) are to remain:
 - provide a Certificate of Approval from Manitoba Hydro for the property, **AND**
 - the entire floor area or each room that contains an appliance shall be separated from each other (walls and ceilings) by a separation having a fire-resistance rating of not less than 45 minutes OR
 4. Remove the appliance(s) as per the Brandon Fire and Emergency Services – “Decommission / Closure of Illegal Suite(s)” Regulation.
 - Any doorway that provides egress from a floor area or any room that contains an appliance shall be equipped with a door and frame having a fire-resistance rating of not less than 20 minutes.
 - Any doorway that provides egress from a floor area or any room that contains an appliance shall be equipped with a ULC approved self-closing device and the door shall latch.

Clothes Dryers

- ❑ Rigid metal 100 mm (4 in.) in diameter ductwork is required for exhausting to the outdoors.

Heating Systems

- ❑ All service equipment shall be enclosed in a room with a door.
- ❑ Fuel fired heating system must be inspected annually, by a person acceptable to the AHJ.

Building Permit

- ❑ **All renovations must be completed under a Building Permit.**

NOTE:

- ❑ a 45 Minute **Wall** Fire Resistance Rating is achieved with a minimum of 2" x 4" studs @ 16" o/c with 1/2" or 5/8" Type "X" G.W.B. on each side of the wall.
- ❑ a 45 Minute Ceiling Fire-Resistance Rating is achieved with a 5/8" Type "X" G.W.B. fastened to wood floor joists @ 16" o/c.